



# LOUISIANA LEGISLATIVE WOMEN'S CAUCUS FOUNDATION

*"Preparing and Developing the Next Generation of Women Leaders"*

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Women's Caucus Website: [llwc.louisiana.gov](http://llwc.louisiana.gov)  
LLWCF Website: [llwcf.org](http://llwcf.org)

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## STAFF

Trin Antoine Johnson  
Executive Director

December 14, 2015

Dear Friends:

On behalf of the Louisiana Legislative Women's Caucus Foundation, I am pleased to begin our call for nominations for the 2016 Women of Excellence Awards & Scholarships. The deadline to receive nominations is Friday, February 19, 2016. The categories for the awards are:

- College Woman of Excellence (ages 18 to 25)
- High School Woman of Excellence (for graduating seniors)
- Louisiana Hero of Excellence
- Non-Profit of Excellence

The awards will be given at the 9<sup>th</sup> Annual Women of Excellence Awards & Scholarship Ceremony and Reception on Tuesday, May 24, 2016 at 6:30 p.m. at the Baton Rouge Hilton Capitol Center Hotel. The annual awards' program recognizes and honors the exemplary achievements and contributions of extraordinary women in Louisiana who personify excellence in their leadership, profession, academics, community service, character and integrity. In addition, the Foundation will give educational scholarships during the awards' program to deserving young women. Since 2010, the women legislators in Louisiana have awarded \$32,500 in scholarships to deserving young women in our great state. Scholarships to be awarded include:

- The Louisiana Legislative Women's Caucus Foundation Scholarship for \$1,000 which will be awarded to the winners of the High School Woman of Excellence Award and the College Woman of Excellence Award
- Several Educational Advancement Opportunity (EAO) Scholarships for \$500. Individuals can apply for the EAO Scholarship, if they are not applying for the High School Woman of Excellence Award or the College Woman of Excellence Award.

Please visit [llwcf.org](http://llwcf.org) to complete the Women of Excellence nomination form or the EAO Scholarship application. Should you have any questions regarding the awards or the scholarships, please contact Trin Johnson in the Women's Caucus Office at 225.342.0334.

Respectfully,

Rep. Karen St. Germain, Chair  
Louisiana Legislative Women's Caucus

# **Louisiana Legislative Women's Caucus Foundation**

## **OUR MISSION**

The Louisiana Legislative Women's Caucus Foundation's mission is: *"To prepare and develop women leaders in Louisiana to be significant contributors and achievers in society."*

## **WHO WE ARE**

The Louisiana Legislative Women's Caucus Foundation is a non-profit corporation with an IRS designation of 501(c)(3). It is administered by the Louisiana Legislative Women's Caucus, which is comprised of women legislators currently serving in the Louisiana Legislature. The selection of the Women of Excellence Awards and scholarship recipients is made by an awards and scholarship committee. This committee makes its decisions based on defined criteria and works independently of the women legislators. Members of the Louisiana Legislative Women's Caucus and its staff do not serve on the awards and scholarship committee.

## **OUR PHILOSOPHY**

The Foundation prides itself on encouraging women of Louisiana to uphold high levels of integrity, excellence in character, leadership and service to others and outstanding work and academic standards. We believe these factors are the primary ingredients for success for every role a woman has in her lifetime.

## **PROGRAM DESCRIPTION**

The Women of Excellence Awards & Scholarship Program recognizes and honors the exemplary achievements and contributions of extraordinary women in Louisiana who personify excellence in their leadership, profession, academics, community service, character and integrity. The Foundation also supports the educational advancement of deserving young women in Louisiana through the awarding of scholarships with the Louisiana Legislative Women's Caucus Foundation Scholarship for \$1,000 and the Educational Advancement Opportunity (EAO) Scholarship for \$500.

View excerpts of the 2015's scholarship presentations online at  
<http://youtu.be/Jgx8L-BsaTA>

**Louisiana Legislative Women's Caucus Foundation**  
**2016 Women of Excellence Awards**  
**High School Woman of Excellence Award**

<h1>2016 Categories</h1>	<h2 style="text-align: center;">2016 Description of Categories</h2> <p><b>Women of Excellence nominees are role models, leaders and innovators who embody the extraordinary characteristics of being hardworking, inspirational to others and entrepreneurial and who personify excellence in integrity and service to others.</b></p>
	<ol style="list-style-type: none"> <li>1. <b>College Woman of Excellence (ages 18 to 25)</b> – A young woman who personifies excellence in integrity, character, academics, leadership and community service and who is within the age range of 18 to 25. The nominee must have a grade point average of 3.0 and be currently enrolled in a two-year technical or community college, four-year college/university or a graduate/professional school. (Other criteria apply.)</li> <li>2. <b>High School Woman of Excellence (must be a graduating senior)</b> – A young woman who personifies excellence in integrity, character, academics, leadership and community service. The nominee must have a grade point average of 3.0, be a graduating senior from a Louisiana high school or approved home school program, graduating in the class of 2016 and be a resident of Louisiana. (Other criteria apply.)</li> <li>3. <b>Louisiana Hero of Excellence</b> – A woman who is an ordinary everyday person, who is making extraordinarily positive differences in changing the lives of people in Louisiana and/or beyond.</li> <li>4. <b>Non-Profit of Excellence</b> – An IRS recognized non-profit in good standing, which works to improve or strengthen the lives of women and/or girls in Louisiana.</li> </ol>

**Louisiana Legislative Women's Caucus Foundation**  
**2016 Women of Excellence Awards**  
**High School Woman of Excellence Award**

**Note: The recipient of the High School Woman of Excellence Award will also receive a Louisiana Legislative Women's Caucus Foundation Scholarship for \$1,000 made payable to the recipient's college/university (restrictions apply).**

**I. Criteria of Eligibility:**

1. Must be a young woman and a resident of Louisiana.
2. Must be a graduating high school senior from a Louisiana High School or a home school program approved by the Louisiana Department of Education and graduate by May 2016.
3. Must attend college in Fall 2016.
4. Must have a grade point average of at least a 3.0 or higher.
5. Must show attributes of excellence in academics, leadership, community service/volunteerism, integrity and character.
6. Self-nominations **will not** be accepted.

**II. Deadline:**

All applications and documents must be uploaded electronically online by **Friday, February 19, 2016**. **All incomplete packets will be automatically disqualified.**

**III. Application Requirements – A completed application must include the following:**

1. **Nomination & Character Reference Form and Letter** – Graduating high schools seniors must be nominated for this award. Nominators must complete and submit online the nomination form, which includes a character reference form and a character reference letter about the nominee. The form and the letter must be signed by the nominator and submitted electronically online. The nomination and character reference form is available at: <http://jotformpro.com/form/43103238649959>. The deadline for the form to be completed and submitted online is Friday, February 19, 2016.
2. **Application** – Nominee must complete the High School Woman of Excellence Application and submit the required information online. The application can be completed online at: <http://jotformpro.com/form/43104394929964>.
3. **Essay** – Please respond with an essay on the following: “According to Centers for Disease Control (CDC), approximately one in five young undergraduate women have been the victim of attempted or completed sexual violence in college. What do you think should be done on college campuses to ensure the safety of young women?” Your essay is not to exceed 500 words. The essay will be judged and given serious consideration.
4. **Letter of Recommendation Form and Letter** – Must come from a teacher, instructor or professor who has had the opportunity to evaluate you as a student. Both the recommendation form and letter must be signed and dated by the person giving the recommendation. These documents must be completed and submitted electronically online at <http://jotformpro.com/form/43104071000936>. Please send the link to the person, who will be responsible for submitting your recommendation form and letter. The deadline for the form to be completed and submitted online is Friday, February 19, 2016.
5. **Transcript** – An official transcript must be uploaded online with your un-weighted grade point average, which includes your Fall 2015 grades. Applications will be disqualified if the un-weighted grade point average is not included.
6. **Agreement and Consent Form** – This form is to be signed electronically by the applicant and her parent/guardian (if the applicant is under the age of 18 years old) and acknowledges all information is true and accurate in the application.

#### **IV. High School Woman of Excellence Award Recognition:**

1. The recipient will be recognized at the 2016 Louisiana Legislative Women's Caucus Foundation's Women of Excellence Awards & Scholarship Ceremony and Reception on Tuesday, May 24, 2016 at 6:30 p.m. at the Baton Rouge Hilton Capitol Center Hotel.
2. The recipient must attend the awards ceremony in person.
3. The recipient of the High School Woman of Excellence Award will also receive a LLWCF Scholarship for \$1,000 made payable to the recipient's college/university. The scholarship check will be sent directly to the university/college to which the recipient has been accepted by mid-July 2016.

#### **V. Inquiries:**

For questions regarding the Women of Excellence Awards, please contact the Louisiana Legislative Women's Caucus Office at 225.342.0334 or [llwc@legis.la.gov](mailto:llwc@legis.la.gov).

#### **VI. Procedural Guidelines:**

1. The LLWCF's Women of Excellence Award Nomination and Character Reference Form, the Women of Excellence Application Form and all attachments will be the determining factors for the Women of Excellence Awards.
2. Upon receipt, nomination data and all pertinent information become the property of Women's Caucus and will not be returned.
3. The awards' committee reserves the right to move a nominee to a more appropriate category and to withhold an award in any category.
4. Nominations must be submitted via the provided website.
5. Previous award and scholarship recipients of the Louisiana Legislative Women's Caucus Foundation Scholarship are not eligible to apply.
6. Current members of the Louisiana Legislative Women's Caucus, its staff and immediate members of their families are not eligible for the award.
7. Incomplete packages and those missing information will be disqualified.
8. Unsigned forms, letters and agreement and consent forms will not be accepted.
9. The foundation reserves the right to discontinue any category should an inadequate number of candidates apply or suitable candidates are not nominated.
10. All applicants will be notified via email regarding the final outcome of the selection process.
11. After recipients are selected, they will be required to submit the following documents:
  - a. One Page Biography -- A one-page, double-spaced biography in Microsoft Word format in paragraph form, which will be used in our program book. When requested, this document must be submitted via email to [llwc@legis.la.gov](mailto:llwc@legis.la.gov) by **Friday, April 15, 2016**.
  - b. Short Paragraph Biography – A one paragraph biography in Microsoft Word format in paragraph form. This will be used in the video presentation. Include the name of your parents/ guardians, major, career goals, special interests and other scholastic honors, achievements and distinctions received. When requested, this document must be submitted via email to [llwc@legis.la.gov](mailto:llwc@legis.la.gov) by **Friday, April 15, 2016**.
  - c. Photograph – An electronic high-resolution photo of yourself (at least 300 dpi in either TIF or JPG format as a separate file). NOTE: "Selfie" photographs WILL NOT be accepted. Please

do not embed your photo onto your biography. Please do not send any photocopies or photographs with other persons in the picture. When requested, this document must be submitted via email to [llwc@legis.la.gov](mailto:llwc@legis.la.gov) by **Friday, April 15, 2016**.

- d. Proof of Registration – Must submit proof of registration from a two-year technical or community college or a four-year college/university for Fall 2016. This must be submitted to the Women's Caucus Office by June 6, 2016. This will be required before any scholarship checks are disbursed. When requested, this document must be submitted via fax to 225.377.2261 or email to [llwc@legis.la.gov](mailto:llwc@legis.la.gov) by the specified deadline.

**VII. Completed Packets Must be Received by Friday, February 19, 2016:**

Applications must be completed online and electronically submitted to the Louisiana Legislative Women's Caucus Foundation via the provided website by **Friday, February 19, 2016**. Emailed, mailed or hand-delivered packets will not be accepted. All incomplete packets will be automatically disqualified.